



## Undergraduate & Graduate Application Procedures & Admissions Requirements for International Students

The Academy of Art University offers several degree and non-degree programs to applicants:

**Associate of Arts (AA; 66 units)**

**Bachelor of Fine Arts (BFA; 132 units)**

**Certificate Program (120 units)**

**Second Degree (BFA; 66 units; only for students who have a bachelor’s degree in any major)**

**Personal Enrichment (non-degree program for those students who wish to take classes toward their own personal and professional goals).**

**Master of Fine Arts degree (MFA; 63-78 units)**

**Master of Architecture (M.Arch; 63 units) Master of Fine Arts in Architecture (MFA; 102).**

### HOW TO APPLY:

<p>Apply ONLINE: <a href="http://www.academyart.edu">www.academyart.edu</a>          Apply by FAX: (415) 618-6278          Apply IN PERSON: Call (415) 274-2208          for an          appointment</p>	<p>Apply by MAIL: <b>International Admissions,</b>  <b>Academy of Art University</b>  <b>79 New Montgomery Street</b>  <b>San Francisco, CA 94105</b></p>
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### UNDERGRADUATE APPLICANTS

The following items **MUST** be submitted in order to process your application:

- ❑ **APPLICATION FORM.** Must be filled out completely, signed, and dated.
- ❑ **APPLICATION FEE (\$100).** Please make a check/money order payable to Academy of Art University. Visa and Mastercard payments are also acceptable. The \$100 application fee is non-refundable.
- ❑ **TUITION DEPOSIT (\$500).** Please make a check/money order payable to Academy of Art University. Visa and MasterCard payments are also acceptable. The \$500 tuition fee will be credited toward tuition for the first semester and is non-refundable.
- ❑ **OFFICIAL TRANSCRIPTS.** Undergraduate applicants must submit official high school transcripts or diploma showing the Date of Graduation. College transcripts (if applicable) are required for possible transfer of credits. Foreign college transcripts must show the classes/subjects, grades, credits, and number of hours completed for each class. If your transcripts are not in English, they must be translated and notarized by a translation service.

*\*\* All Second Bachelor’s Degree applicants must also submit official college transcripts, verifying prior Bachelor’s degree*

- ❑ **AFFIDAVIT OF SUPPORT.** Enclosed. Also available in digital format [http://www.academyart.edu/assets/pdf/affidavit\\_of\\_support\\_form.pdf](http://www.academyart.edu/assets/pdf/affidavit_of_support_form.pdf)

Applicants and sponsor(s) must fill out this form and sign it. Photocopy is unacceptable.

- ❑ **OFFICIAL/ORIGINAL BANK LETTER.** A letter or certificate from your bank (or sponsor's bank) showing at least **\$34,000 USD**. Bank letter must be in English. Photocopy is unacceptable.  
*\*Please note that U.S Financial Aid is not available for International Students. International students SHOULD NOT depend on employment in the U.S. for financial support while attending the university.*
- ❑ **PHOTOCOPY OF PASSPORT.**
- ❑ **TOEFL OR TOEIC SCORE.** (no minimum requirement) Please visit these websites if you have not taken either of these tests: for TOEFL <http://www.ets.org/toefl/>; for TOEIC <http://www.ets.org/toEIC/>.  
Our institutional code is **4207**.
- ❑ **PORTFOLIO.** Undergraduate applicants are *not* required to submit a portfolio, but may do so for possible waiver of foundation or major classes.

## **GRADUATE APPLICANTS**

Graduate applicants must submit the following:

- ❑ **APPLICATION FORM.** Must be filled out completely, signed, and dated.
- ❑ **APPLICATION FEE (\$100).** Please make a check/money order payable to Academy of Art University. Visa and MasterCard payments are also acceptable. The \$100 application fee is non-refundable.
- ❑ **TUITION DEPOSIT (\$500).** Please make a check/money order payable to Academy of Art University. Visa and MasterCard payments are also acceptable. The \$500 tuition fee will be credited toward tuition for the first semester and is non-refundable.
- ❑ **OFFICIAL TRANSCRIPTS.** Graduate applicants must submit an official college transcript, verifying prior Bachelor's degree. Foreign transcripts and diploma must have a Bachelor's degree and Date of Graduation stated on them. If your transcripts are not in English, they must be translated and notarized by a translation service. Photocopy is unacceptable.
- ❑ **AFFIDAVIT OF SUPPORT.** Enclosed. Also available in digital format [http://www.academyart.edu/assets/pdf/affidavit\\_of\\_support\\_form.pdf](http://www.academyart.edu/assets/pdf/affidavit_of_support_form.pdf)  
Applicants and sponsor(s) must fill out this form and sign it. Photocopy is unacceptable.
- ❑ **OFFICIAL/ORIGINAL BANK LETTER.** A letter or certificate from your bank (or sponsor's bank) showing at least **\$34,000 USD**. Bank letter must be in English. Photocopy is unacceptable.  
*\*Please note that U.S Financial Aid is not available for International Students. International students SHOULD NOT depend on employment in the U.S. for financial support while attending the university.*
- ❑ **PHOTOCOPY OF PASSPORT.**
- ❑ **TOEFL OR TOEIC SCORE.** (no minimum requirement) Please visit these websites if you have not taken either of these tests: for TOEFL <http://www.ets.org/toefl/>; for TOEIC <http://www.ets.org/toEIC/>.  
Our institutional code is **4207**.

## **BEFORE REGISTERING FOR CLASSES:**

- ❑ **PORTFOLIO:** Portfolio is reviewed for class placement purpose. Registration for the appropriate classes is based on the skills demonstrated in your portfolio. We encourage you to submit your portfolio digitally at <https://www.pipelinexi.com/hcs/web/psx.jsp?url=externalFileTransfer>  
If you hold a Bachelor's Degree minimum and do not have a portfolio, we encourage you to apply.
- ❑ **STATEMENT OF INTENT.** A one-page statement of your goals in graduate school.
- ❑ **RESUME**

***International students who are currently attending school in U.S. also need to submit the following:***

- ❑ **TRANSFER EVALUATION FORM.** Enclosed - only for students who currently hold an F-1 visa. Also available in digital format at <http://www.academyart.edu/assets/pdf/TransferSchoolEvalForm.pdf> You must be released from SEVIS by your school before we can issue the I-20.
- ❑ **PHOTOCOPY OF CURRENT I-20 FORM, I-94, OR OTHER VISA TYPE.** Only for students who are currently studying in the U.S.

Please send all application materials to:

**Academy of Art University  
Attn: International Admissions  
79 New Montgomery Street  
San Francisco, CA 94105  
Tel. (415) 274-2208  
Fax (415) 618-6278**

[intl admissions@academyart.edu](mailto:intladmissions@academyart.edu)

*Admissions requirements are subject to change  
Revised 2/19/08*